

Qty Purchase Agreement QPA Number	Page
00000000000000000000000011248	1 of 2
Requisition Nbr.:	QPA FOR ARCHIVAL SUPPLIES
Effective Date:	11/01/2009
Expiration Date:	10/31/2010
Agency Number:	
Facility:	ASA-10-009 COPR/ASA
Vendor Federal ID:	350861504
Vendor Telephone Nbr:	317-248-7900
Name Of Contact Pers:	JOHNED A GONZALEZ
FAX Number:	317-248-7908

Name and Address of Vendor: CIRCLE OFFICE SUPPLIES INC
Cnct: ~~XXXXXXXXXXXX~~
2222 PROFIT DRIVE
PO BOX 421489
INDIANAPOLIS IN 46241

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement.

The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement.

Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.

Line Number	Quantity	UNIT	Article and Description	Unit Price
<p>CONTACT: Jan Kilies 317-248-7900 317-248-7908 fax</p> <p>DELIVERY: 30 days ARO</p> <p>This is an award of a Quantity Purchase Agreement for Archival Supplies.</p> <p>QPA can be mutually renewed yearly for three additional years.</p> <p>The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date.</p> <p>Quantities are estimates and could be more or less.</p> <p>Vendor must be able to allow Mutiple Delivery on one QPA Release.</p> <p>The awarded vendor must maintain, at a minimum the information listed below in excel format and supplied to the State within one week of the request.</p> <p>The report must include purchases from State Agencies and any Political Subdivision's purchases.</p> <p>* Entity Name * Entity Address * Date of Order * Purchase Order Number * Description of Goods Ordered * Quantity * Order Total</p>				
1	99,999,999.00 EA	000000000100086494	Paperboard,20 PT,30"x40",Tan,Minimum pH 8.5,3%Calcium Carbonate Buffer,Lignin and Sulfur Free,Meets ISO 14523 Standards. Hollinger # 10850 or approved equal.	6.0500
2	99,999,999.00 EA	000000000100086495	Paperboard,10 PT,48"x36",Tan,Minimum pH 8.5,3%Calcium Carbonate Buffer,Lignin and Sulfur Free,Meets ISO 14523 Standards. Hollinger # 10800 or approved equal.	4.8500
3	99,999,999.00 EA	000000000100086498	Case,Storage,Document,Slim Letter Size,Pull Strings,Hinged Lid,12.25"x2.5"x10.25",Sulfur Free,Minimum pH of 8.5,3%Calcium Carbonate Buffer Throughout, Lignin Free,Meets ISO 14523 Standards,Hollinger #10390AB or approved equal.	6.0500
4	99,999,999.00 EA	000000000100086499	Case,Storage,Document,Slim Letter Size,Two-Piece,Pull Strings,12.25"x2.5"x10.25",Sulfur Free,Minimum pH of 8.5,3%Calcium Carbonate Buffer Throughout, Lignin Free,Meets ISO 14523 Standards,Hollinger #SL10390AB or approved equal.	6.3500
5	99,999,999.00 EA	000000000100086500	Box,Storage,Records,with Separate Lid,Archival Acid-Free,1 cubic foot,15"x12"x10" or 15"x12.5"x10" Tan or White,No Printing or Artwork,Hollinger #10760 or approved equal.	9.9500

Qty Purchase Agreement QPA Number	Page
000000000000000000000000011248	2 of 2
Requisition Nbr.:	QPA FOR ARCHIVAL SUPPLIES
Effective Date:	11/01/2009
Expiration Date:	10/31/2010
Agency Number:	
Facility:	ASA-10-009 COPR/ASA
Vendor Federal ID:	350861504
Vendor Telephone Nbr:	317-248-7900
Name Of Contact Pers:	SPENCER T HOGUE
FAX Number:	317-248-7908

Name and Address of Vendor: CIRCLE OFFICE SUPPLIES INC
Cntct: ~~XXXXXXXXXXXX~~
2222 PROFIT DRIVE
PO BOX 421489
INDIANAPOLIS IN 46241

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement. The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement. **Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.**

Line Number	Quantity	UNIT	Article and Description	Unit Price
6	99,999,999.00	ST	000000000100086505 Tissue,Heat Set,Filmoplast R,12 1/5" x 33',University Products Item # 620-0003 or approved equal.	303.5000
7	99,999,999.00	PK	000000000100086506 Envelope,Multi-Use,6"x9",Archival,Acid-Free,Lignin-Free,3% Calcium Carbonate Buffered,pH 8.0-9.5. Button/String Closure,Color:Buff,Cream,or Tan,100/pkg,Hollinger #11360 or approved equal.	45.5000
8	99,999,999.00	PK	000000000100086507 Envelope,Multi-Use,7"x10",Archival,Acid-Free,Lignin-Free,3% Calcium Carbonate Buffered,pH 8.0-9.5. Button/String Closure,Color:Buff,Cream,or Tan,100/pkg,University Products #381-BSEN or approved equal.	119.5000
9	99,999,999.00	PK	000000000100086508 Envelope,Multi-Use,9"x12",Archival,Acid-Free,Lignin-Free,3% Calcium Carbonate Buffered,pH 8.0-9.5. Button/String Closure,Color:Buff,Cream,or Tan,100/pkg,University Products #381-BSEN or approved equal.	129.5000
10	99,999,999.00	PK	000000000100086509 Envelope,Multi-Use,11.5"x15.5",Archival,Acid-Free,Lignin-Free,3% Calcium Carbonate Buffered,pH 8.0-9.5. Button/String Closure,Color:Buff,Cream,or Tan,100/pkg,Demco #WS14210550or approved equal.	91.5000
11	99,999,999.00	PK	000000000100086510 Envelope,Multi-Use,10"x13",Archival,Acid-Free,Lignin-Free,3% Calcium Carbonate Buffered,pH 8.0-9.5. Button/String Closure,Color:Buff,Cream,or Tan,100/pkg,University Products #381-BSEN or approved equal.	132.5000
12	99,999,999.00	PK	000000000100086511 Envelope,Multi-Use,10"x15",Archival,Acid-Free,Lignin-Free,3% Calcium Carbonate Buffered,pH 8.0-9.5. Button/String Closure,Color:Buff,Cream,or Tan,100/pkg,Hollinger #11415or approved equal.	39.5000
13	99,999,999.00	EA	000000000100086512 Core,Film,Polypropylene,16mm,3"Diameter,Made of Inert Archival Polypropylene,Hollinger #FCC52230 or approved equal.	0.9900
14	99,999,999.00	EA	000000000100086513 Core,Film,Polypropylene,35mm,3"Diameter,Made of Inert Archival Polypropylene,Hollinger #FCC532230 or approved equal.	1.3900

The following UN/CEFACT Unit of Measure
Common Codes are used in this document:

EA	Each
PK	Package
ST	Sheet

Signature of Purchasing Officer <i>Margo L. Hood</i>	Typed Name <i>Margo L. Hood</i>	Signature Of Approval Office Of the State Attorney General <i>Elizabeth A. Brown for</i>	
	Date Signed <i>10/19/09</i>	Typed Name Gregory F. Zoeller	Date Signed <i>10-22-09</i>
Authorized Signature <i>Katherine A. Harrington, CPPB</i> <i>10-19-09</i>	Indiana Department of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3150		
	Attorney General		